



DEPARTMENT OF THE NAVY
COMMANDER MILITARY SEALIFT COMMAND
914 CHARLES MORRIS CT SE
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 6110.1D
N00
14 December 2001

COMSC INSTRUCTION 6110.1D

Subj: PHYSICAL READINESS PROGRAM

Ref: (a) DOD Instruction 1308.3 of 30 Aug 95 (NOTAL)
(b) OPNAVINST 6110.1F
(c) Manual of the Medical Department (NAVMED P-117), Article 15-11
(d) DOD Directive 1308.1 of 20 Jul 95 (NOTAL)

Encl: (1) Program Action and Responsibilities
(2) Physical Fitness Assessment
(3) Medical Screening and Waivers
(4) Command Physical Readiness Training and Fitness Enhancement Program

1. Purpose

a. To provide policy and procedures for Commander, Military Sealift Command (COMSC) Washington DC Physical Readiness Program as directed by references (a) and (b).

b. To provide guidance in accordance with references (a) through (d).

c. This is a complete revision and should be read in its entirety.

2. Cancellation. COMSCINST 6110.1C.

3. Applicability. Provisions of this instruction apply to all active and reserve naval personnel, enlisted and officers, E-1 through O-10.

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4. Policy

a. Physical fitness is a crucial element of mission performance and must be a part of every service member's life. Mission readiness and operational effectiveness are built on the physical fitness of the individual; therefore, all Military Sealift Command (MSC) personnel shall maintain personal physical fitness by regular exercise and proper nutrition.

b. The principal goal of the Physical Readiness Program is to create a culture of fitness to enhance a member's ability to complete tasks that support the command's mission. All military personnel shall aggressively integrate physical readiness activities into the workweek in the same manner applied to meeting other mission and operational requirements.

c. The Command Fitness Enhancement Program (FEP) must be designed to increase and maintain each member's cardiorespiratory fitness, muscular strength and endurance and flexibility; reduce excess body fat; promote year-round fitness and health; and provide nutritional guidance. Commands are responsible for ensuring their FEP meets the needs of all personnel striving for improved fitness, not simply those who do not meet standards. Each command shall ensure all medically qualified personnel meet or exceed all physical readiness standards. Testing the physical fitness and readiness of every uniformed member of the Navy is required.

d. The Physical Fitness Assessment (PFA) includes the Physical Activity Risk Factor Screening Questionnaire (and medical evaluation if necessary), Body Composition Assessment and Physical Readiness Test (PRT). Body composition assessment is the maximum weight for height screening and body fat percentage estimation based on circumference measurements. The PRT is the sit-reach, push-ups, curl-ups and either run or swim. All Navy personnel, regardless of age, shall participate in semi-annual PFAs unless medically prohibited.

e. All personnel are required to meet the standards set forth in this instruction. Members who are unable to meet PFA standards or mission-related physical fitness standards required, may be subject to administrative action. The command is encouraged to recognize Sailors who make significant improvements in physical fitness or consistently score excellent or better, through fitness report and evaluation comments, as well as other incentive awards.

5. Action

a. The Commander is responsible for the physical fitness of MSC personnel and shall establish and maintain an effective year-round Physical Readiness Program consistent with this instruction.

b. All personnel shall participate in a year-round physical readiness program to meet physical readiness standards consistent with this instruction and unit mission. Personnel who cannot participate in such a program due to a valid medical condition shall be placed in a rehabilitative program, designed by the Command Fitness Leader (CFL), or in conjunction with appropriate medical personnel.

6. Forms. An electronic version of NAVPERS 1070/613 (Rev 10-81), Administrative Remarks, is available on the MSC Intranet/Publications/Forms. Also, a copy may be obtained by forwarding a request to cheryl.miller@msc.navy.mil or nancy.barr@msc.navy.mil.

7. Reports. Reference (a) requires all services to report on their respective Physical Readiness Program annually. The reporting requirements prescribed herein are approved for 3 years from the date of this instruction and are assigned Report Control Symbol NAVPERSCOM 6110-2 (Command Physical Readiness Test Summary) and Report Control Symbol NAVPERSCOM 6110-3 (Risk Factor/Screening Physical Readiness Test Results).

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JOHN B. STROTT
Chief of Staff

Distribution:
COMSCINST 5215.5
List I (Case A, B, C, D)

PROGRAM ACTION AND RESPONSIBILITIES

1. The Commander will:

a. Aggressively integrate physical readiness activities into the workweek while meeting mission and operational requirements. Physical readiness activities shall include a minimum of three sessions devoted to moderate and moderately high intensity physical conditioning. Physical conditioning sessions should be at least 40 minutes in length to allow for proper warm-up and cool-down, and consist of at least 20-30 minutes of continuous aerobic activity.

b. Ensure command training emphasizes the combination of healthy food choices, exercise and lifestyle change.

c. Appoint, in writing, CFLs to carry out this instruction. Ensure CFLs meet the qualifications and training requirements.

d. Appoint, in writing, assistant CFLs (as necessary) to carry out this instruction. An optimal number is one assistant per 25 members.

e. Administer an effective FEP addressing individual needs of all members. Use available installation and local facilities, programs and staff to intervene and ensure member meets physical readiness standards consistent with this instruction and unit mission.

f. Ensure the command has sufficient members certified and current in cardiopulmonary resuscitation (CPR) (from American Red Cross or American Heart Association) to safely conduct and monitor the Physical Readiness Program.

g. Upon transfer of member, ensure completed NAVPERS 1070/613, Administrative Remarks page, member's Physical Readiness Program data (using COMNAVPERSCOM-approved Physical Readiness Program software), and other documents are forwarded to the member's next command. Retain copies for 6 months.

h. Forward results of PFAs for all command members (using COMNAVPERSCOM-approved Physical Readiness Program software) to COMNAVPERSCOM (PERS-601) within 30 days of completion of testing.

i. Ensure two PFAs each fiscal year are announced and conducted for all medically qualified members.

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j. Ensure members with nutritional or performance challenges are referred to the CFL for placement into nutritional and conditioning programs. Refer members to medical upon members' initial body composition assessment.

k. Appropriately recognize members who achieve and maintain outstanding fitness. Additionally, members who have made improvements in physical readiness should be recognized by comments on fitness reports and evals.

l. Comply with all other directives in accordance with reference (b).

2. The CFL shall:

a. Become thoroughly familiar with components of this instruction, references (a) and (b), and advise their chain of command on all Physical Readiness Program matters.

b. Obtain (and maintain current) CPR certification.

c. Complete COMNAVPERSCOM-approved CFL training course as soon as possible upon assignment as CFL.

d. Schedule and announce official PFAs (enclosure (2)). Facility requirements should be coordinated with the appropriate base, county or city recreation services and requested in advance to minimize the impact on recreation programs.

e. Follow all testing and measuring requirements, and safety precautions (reference (b)), in conjunction with the command safety officer, MWR and medical department.

f. Instruct Assistant CFLs in conducting the PRT, body composition measurements and FEP. Obtain CPR training for members of the command who help monitor the PRT and FEP.

g. Report any injuries related to the Physical Readiness Program to the command Safety Officer.

h. Obtain and maintain updated physical readiness resources for use by command personnel.

i. Closely monitor members who have completed the BUMED-approved Weight Management Program and provide assistance in completing the weight management follow-up program.

j. Provide command with results of each PFA.

k. Comply with all other directives in accordance with reference (b).

3. Individual service members shall:

a. Maintain a lifestyle that promotes optimal health and physical readiness. Develop a regular, year-round, fitness program of aerobic, flexibility and muscular strength and endurance exercises. A fitness program shall include aerobic physical exercise sessions at least three times per week consisting of at least 40 minutes of activity, including a minimum of 20 to 30 minutes of brisk aerobic exercise, a strength and flexibility component and warm-up and cool-down periods. In addition, daily tasks should be pursued that result in the accumulation of 30 minutes of moderately intense physical activity and minimization of sedentary periods.

b. Answer Physical Activity Risk Factor Questionnaires completely and truthfully.

c. Report for fitness testing with a level of fitness that ensures safe participation.

d. Report injuries or illnesses that may put them at risk of injury during the PRT, FEP or individual physical conditioning.

e. Participate in the PFA and FEP unless medically waived.

f. Maintain prudent diets as outlined in reference (b), enclosure (5).

PHYSICAL FITNESS ASSESSMENT

1. PFA. The PFA (Physical Activity Risk Factor Screening, body composition and exercise events) is part of a goal-oriented total health, physical fitness and readiness program. Categories and levels for physical fitness and body composition percentage identify standards against which members may assess their physical readiness strengths and weaknesses. Goals based on the standards promote development of individualized fitness programs that foster improvement beyond what is minimally acceptable. The "satisfactory" standard represents the minimum acceptable performance standard. All naval personnel shall strive to optimize their own fitness and readiness by exceeding the minimum standard and achieving continual improvement.

2. Purpose of the PFA

- a. Provide personnel with goals to promote their basic physical fitness, health and readiness.
- b. Provide the Commander the means of assessing the general fitness of its members.

3. Components of the PFA

- a. Physical Activity Risk Factor Screening Questionnaire.
- b. Body Composition Assessment
 - (1) Body composition is evaluated by
 - (a) An initial weight and height screening.
 - (b) A Navy-approved circumference technique to estimate body fat percentage, if a member exceeds the maximum weight for height.
 - (2) Only measurements performed by CFLs or a properly trained assistant designated by the Chief of Staff shall be used for official PFA and administrative purposes.
- c. PRT. PRT is a series of physical activities designed to evaluate the factors that enable members to perform physically and manage their own body weight. Factors evaluated in the PRT are:
 - (1) Flexibility - sit-reach.
 - (2) Muscular strength and endurance.

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- (a) Curl-up, and
 - (b) Push-up.
- (3) Aerobic capacity (one of the following):
- (a) 1.5-mile run/walk, or
 - (b) 500-yard or 450-meter swim.

MEDICAL SCREENING AND WAIVERS

1. Medical Screening

a. Current physical examination, Physical Activity Risk Factor Questionnaire, Body Composition Assessment, medical referral and evaluation and waivers are the primary tools to ensure the safe participation of a member in PFA and FEP.

b. COMNAVPERSCOM-approved Physical Readiness Program software is the primary means of organizing and documenting Physical Readiness Program information in a command including medical screening. It shall be used in the execution of this instruction.

c. Current Physical Examination

(1) Members who do not have a current periodic physical examination (reference (c)) shall have testing deferred until such exam is completed. Active duty naval personnel must have a documented physical every 5 years.

(2) Verification of current physical examination shall be documented using COMNAVPERSCOM-approved Physical Readiness Program software.

2. Medical Referral and Evaluation

a. Members shall be referred to the medical department for evaluation and clearance to participate in the PRT and FEP if they:

(1) Do not have a current periodic physical examination.

(2) Answer yes to any question on the Physical Activity Risk Factor Questionnaire.

(3) Initially fail the body composition assessment standards.

(4) Are 50 years of age or older and have not successfully completed a PRT in the last 12 months. PRT must have been in conjunction with a command PRT and have been documented.

b. CFLs shall provide a written referral clearly stating the reasons a member is referred. Use COMNAVPERSCOM-approved Physical Readiness Program software.

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c. Members who answer yes to any question on the Physical Activity Risk Factor Questionnaire and were previously cleared to participate do not have to be reevaluated every PFA as long as:

- (1) The condition has not worsened.
- (2) No new risk factors are present.

d. Completion of Physical Risk Factor Questionnaire by a member shall be documented using COMNAVPERSCOM-approved Physical Readiness Program software.

3. Medical Waivers

a. Members with a well-documented medical condition may be given a medical waiver from participation in body composition assessment, PRT or physical conditioning.

b. Medical waiver from participating in the PRT is not a waiver from body composition assessment.

c. A waiver from participation in the body composition assessment is specific to body composition measurements and shall only be issued for members who are recuperating from a medical or surgical condition that interferes with an accurate and valid measurement.

d. Only the medical department may authorize a medical waiver from body composition assessment, all or part of the PRT, or physical conditioning activities.

e. Medical waiver shall document in writing:

- (1) PRT events waived.
- (2) Restrictions placed on participation in conditioning programs.
- (3) Waivers from body composition assessments.
- (4) Recommended physical activities to help members maintain physical fitness and control body fat.
- (5) Prohibited physical activities.
- (6) Expiration date of the waiver (normally not to exceed 1 year).

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f. All waivers require reevaluation by the medical department prior to renewal.

g. Members who were medically waived from a previous PFA component for a condition or injury that has been resolved, do not have to be cleared to participate in an upcoming PFA if the waiver expires at least 10 weeks prior to the scheduled date of the PFA.

h. Pregnancy

(1) Members shall not be held to meeting PRT and body composition assessment standards from the time of diagnosis of pregnancy by a military treatment facility until at least 6 months after pregnancy termination (reference (d)).

(2) On the advice of their physicians and with assistance of the CFL or MWR Fitness Specialist, pregnant service members shall continue to participate in an ongoing exercise program, as recommended by the American College of Obstetricians and Gynecologists, unless specifically waived by their Primary Care Manager.

**COMMAND PHYSICAL TRAINING (PT) AND
FITNESS ENHANCEMENT PROGRAM (FEP)**

1. Command PT

a. PT sessions shall be conducted three to five times per week and may be combined with the Command Fitness Enhancement Program (FEP).

b. PT sessions shall include activities that promote physical conditioning (moderately intense aerobic, muscular strength and endurance, and flexibility) and are enjoyable so life-long physical activity is fostered. Recreational sports can be included periodically.

c. A training session shall include:

(1) Five to 10 minutes of proper warm-up activities.

(2) Aerobic exercise (resulting in the accumulation of at least 30-40 minutes with the heart rate within target training zone).

(3) Flexibility exercises.

(4) Muscular strength and endurance conditioning.

(5) Cool-down activities.

c. Muscular strength and endurance conditioning should be included as well, but should not become the sole focus of the required conditioning periods.

d. Proper attire for PT should include appropriate footwear and clothing suitable for weather conditions vinyl/plastic/rubber (solar) suits to increase sweating, and running or jogging in combat, flight or similar boots may put the member at risk for injury and are not appropriate for general PT.

e. Administration of this requirement should be delegated to the lowest possible level, to allow integration into the work schedule with minimal disruption.

f. FEP shall be structured so participating members meet the requirements of the PFA with an overall PRT score of SATISFACTORY, GOOD or BETTER.

g. No specific documentation is required. Tracking may be conducted via logbook, direct observation or unit activities to ensure members are using duty time in a manner consistent with this requirement. Command PFA summary results are the best indicator of meeting this requirement.

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2. Command Fitness Enhancement Program (FEP)

a. The Command FEP must be designed to increase and maintain each member's cardiorespiratory fitness, muscular strength and endurance, and flexibility; reduce excess body fat; promote year-round fitness and health; and provide nutritional guidance. This instruction provides the basis to ensure all medically qualified personnel meet or exceed all physical readiness standards. Testing the physical fitness and readiness of every uniformed member of the Navy is required.

b. The purpose of FEP is to introduce all personnel in the command to self-help strategies and facilitate their adoption of health and fitness promoting habits, including regular physical activity, improvement in physical performance and healthy nutrition. FEP is not exclusively for those who do not meet PFA standards.

c. If medically cleared, participation in FEP is required for members:

- (1) Who fail a body composition assessment;
- (2) Who fail a PRT;
- (3) With body fat percentages greater than or equal to their age-adjusted standard and score less than "Good-Low" on any PRT event; or
- (4) Who score "Satisfactory-Marginal" on any PRT exercise event.

d. Participation and monitoring shall continue until member passes two consecutive regularly scheduled PFAs with body fat percentage below age adjusted standard and PRT score of "Good-Low" or better on all events.

e. FEP shall consist of:

- (1) Activities to improve all levels of physical fitness.
- (2) Activities tailored for body fat loss for members who fail or are in danger of failing the body composition assessment standards.
- (3) Activities to improve the aerobic fitness, muscular strength and endurance and flexibility of each member.
- (4) A method of monitoring individual's participation and improvement.
- (5) A nutrition education program and completion of NAVPERS 15602A, Navy Nutrition and Weight Control Self-Study Guide.

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(6) Coordinated activities with local and Navy health promotion programs, including BUMED-approved Weight Management Program.

(7) Monthly body composition assessments and PRTs to monitor progress.

(8) Three PT sessions per week.

3. BUMED-approved Weight Management Program

a. BUMED-approved Weight Management Program offered by the medical department is designed to provide personnel with basic knowledge of nutrition and effective techniques for healthy eating.

b. Attendance is open to all personnel, especially anyone who exceeds or is in danger of exceeding body composition assessment standards. Attendance is open to those personnel recommended by Commander, or chain of command.

c. Upon completion of BUMED-approved Weight Management Program

(1) The member and the command shall receive a course summary that includes a plan that identifies goals and means of monitoring progress. If not provided, the CFL shall request a copy from the program administrator.

(2) The CFL shall monitor the member for 1 year following program completion.

(a) The member shall meet with the CFL or Assistant CFL, and body composition shall be assessed regularly, at a minimum, on a monthly basis.

(b) The CFL shall ensure the member receives appropriate support and access to MWR, medical department and other organization facilities and staff to meet the goals of the plan.